

LANCASTER COUNTY  
JUVENILE MENTAL HEALTH EVALUATION COORDINATOR II

### NATURE OF WORK

This is specialized human service work provided in a juvenile mental health environment with responsibility for the supervision of an evaluation staff.

Work involves supervising court ordered evaluations of juveniles involved in the juvenile mental health service; assigning work to make certain deadlines and priorities are met; training and evaluating staff; scoring evaluations; communicating with the mental health providers, juvenile court judges, probation officers and case managers; compiling required data and information for specific monthly reports. Work also involves assisting families with children who have severe emotional disorders and who are involved in the criminal justice system. General supervision is received from a higher level professional staff member with work being reviewed in the form of conferences, reports submitted and the effectiveness of client intervention. Supervision may be exercised over subordinate staff.

### EXAMPLES OF WORK PERFORMED

Supervise the evaluation staff to ensure efficient operation of the unit; assign work to make certain deadlines and priorities are met.

Train and evaluate staff; review court orders for the appropriateness of the evaluation.

Oversee court ordered evaluations of juveniles pending disposition in juvenile court for delinquency charges; score evaluations utilizing a risk and needs assessment; forward completed evaluation to the appropriate person.

Communicate with the mental health providers, juvenile court judges, probation officers and case managers to reach a consensus regarding evaluation recommendations.

Compile required data and information for specific monthly reports.

Check for Medicaid/Medicaid Managed Care eligibility and third party liability; audit providers for billing accuracy and authorize payment when appropriate.

Compose letters and reports to judges regarding recommendations for placement of the youth; testify in court regarding those recommendations for placement.

Perform related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles, practices and methods pertaining to the delivery of Juvenile Mental Health services to clients.

Knowledge of the sociological, behavioral and cultural factors influencing the behavior and attitudes of clients.

Knowledge of the functions and services of community organizations and related human services.

Ability to establish and maintain effective working relationships with clients, co-workers, community agencies and the general public.

Ability to communicate effectively both orally and in writing including presentations and reports.

Ability to understand and relate to the problems and needs of clients.

Ability to maintain records of services provided and client progress.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in social work, psychology, sociology, criminal justice or related field supplemented with considerable experience interacting with clients in a juvenile mental health or social service program.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in social work, psychology, sociology, criminal justice or related field supplemented with experience interacting with clients in a juvenile mental health or social service program or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

July/2002

PS7863